

Financial Processing }

Transaction No

Registration No



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text

25/4/07

Invoice No.

C _____

Account code / Allowance



Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

06_07 ✓

Expenditure type (Cat5) :



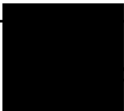
Handwritten notes: "BIP CORRECTION", "8/5/07 TO 07/08", and a signature.

£ 1210.50
£
£
£
£
£
£
£
£

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)

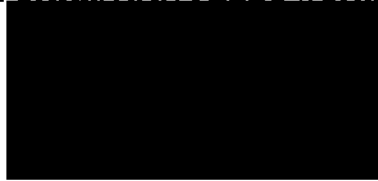


30/04 .

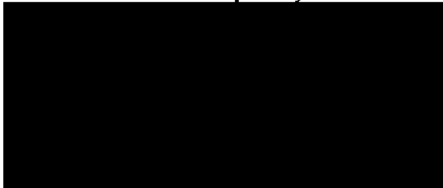
Posted by (initials & date)

.....

LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tapsell,



To : Hire of rooms at  for April, May & June

£1210.50

Please make cheques payable to Louth Christian Fellowship



Direct payment of suppliers

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER TAPSELL

Constituency

LOUTH & HORNCASTLE

Office use only
Costs/Cat 2
Supp/Res ID

Claim details

- Please ensure your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.
You must specify the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.
You can specify the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim 10 / 5 / 07

Allowance year 2007 / 2008

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Item 1: INTERNATIONAL PRESS CUTTING BUREAU, £ 203 : 75 p

Total £ 203 : 75 p

Office use only
Allow or A/c code
Supplier ID
Exp/ Cat 5

Claim details continued


Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____  _____ MP

Date 10 / 15 / 07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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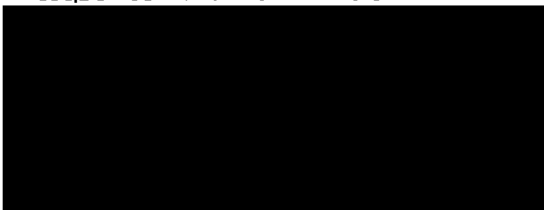
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	Member ID added to form
Signature check	_____	____/____/____	Payment codes added to form
Funds check	_____	____/____/____	Receipts/ documentation present
Allowable expenditure	_____	____/____/____	Processing
			Input
			_____ / ____/____
			Please use margin for comments

International Press Cutting Bureau



INVOICE

Tax Date	01/05/2007
This invoice represents cuttings supplied for the previous quarter to the tax point date	

Invoice To
Sir Peter Tapsell MP

Ref No.	
Invoice No.	
P.O. Number	

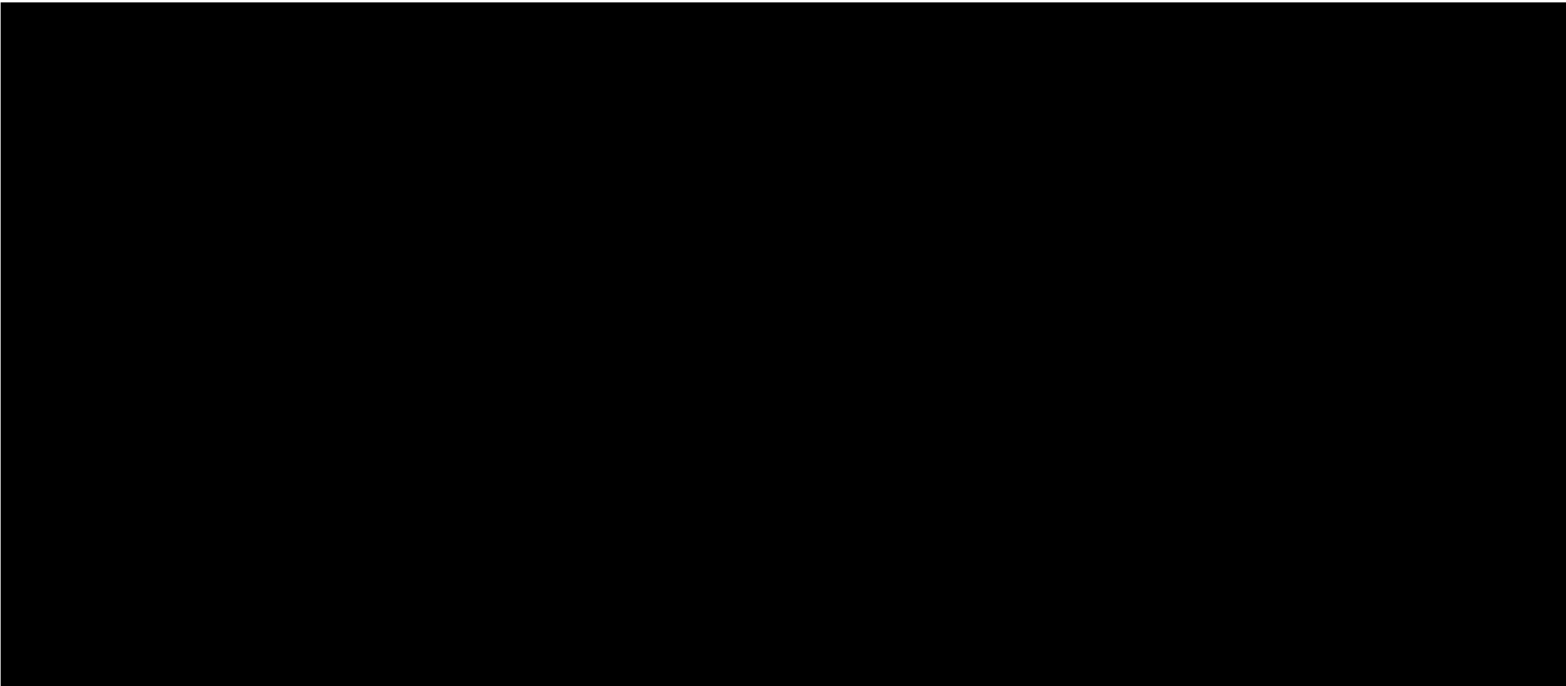
Cuttings Sent To:



Qty	Description	Price	VAT AMT	Amount
14	Clippings fee	0.60	1.47	8.40
	Quarterly Subscription Fee	165.00	28.88	165.00

Keywords:

	SUBTOTAL	£173.40
VAT @ 17.5%	VAT TOTAL	£30.35
	Total	£203.75





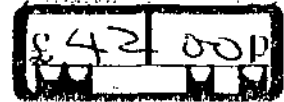
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY... [REDACTED]

DATE [REDACTED]

S [REDACTED]

METERED FARE:



..... Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

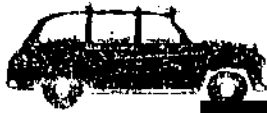
DATE

SIGN

METERED FARE:



..... Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

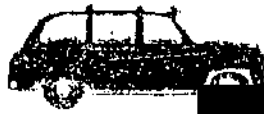
DATE.....

SIGN.....

METERED FARE:



..... Thank you!



LICENCED TAXIS

MEETERED TAXI HIRING

JOURNEY.....

DATE

SIGNATURE

METERED FARE:



..... Thank you!



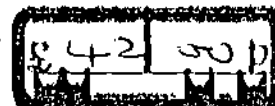
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGNATURE.....

METERED FARE:



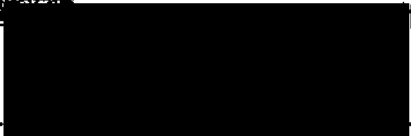
..... Thank you!



LICENCED TAXIS

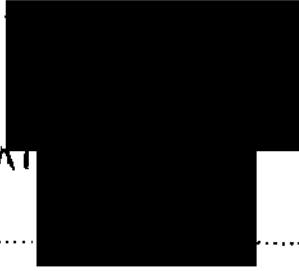
.....

JOURNEY.....

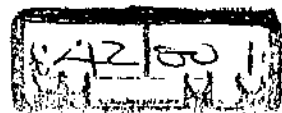


DATE.....

SIGNATURE.....



METERED FARE:



..... Thank you!



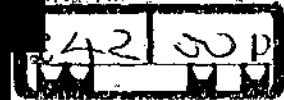
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGNATURE.....

METERED FARE:



..... Thank you!



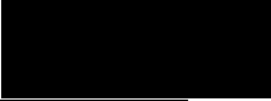
LICENCED TAXIS

FOR HIRING

JOURNEY.....

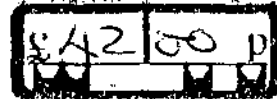
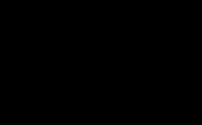


DATE



METERED FARE:

SIGN

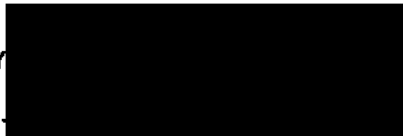


..... Thank you!

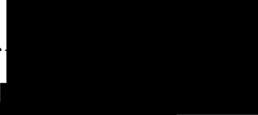


LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY



DATE



METERED FARE:

SIGNA



..... Thank you!



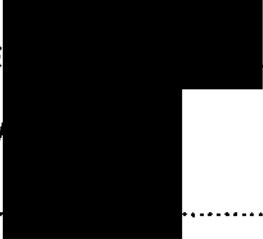
LICENCED TAXIS

HIRING

JOURNEY.....



DATE.....



SIGNATURE.....

METERED FARE



..... Thank you



Member's reimbursement form

04 JUL 2007

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

SIR PETER TAPSELL

Constituency

LOUTH & HORNCASTLE

Office use only

Costs/Cat 2

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, communication and travel.

Period of claim

from / /

to / /

Allowance year

2007 / 08

Description of service or goods

Amount

Item 1

INFORMATION
COMMISSIONER

£ 35 : 00 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total


£ 35 : 00 p

Office use only

Allow or Exp/
A/c code Cat 5

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 3rd July 2007

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



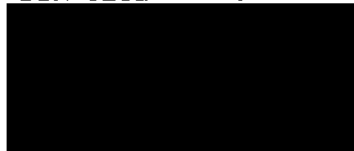
Office use only		
Validation	Initials	Date
Claims received	<input type="text"/>	<input type="text"/>
Signature check	<input type="text"/>	<input type="text"/>
Funds check	<input type="text"/>	<input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/>
Member Res ID & Costc	<input type="text"/>	<input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/>	<input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/>
Processing		
Input	<input type="text"/>	<input type="text"/>

Input subtotals per Cat 5	
	£ 35.00
	£
	£
	£
	£
	£
	£
	£ 35.00

Comments



SIR PETER TAPSELL MP



310

29 May 2007

Data Controller Name: SIR PETER TAPSELL MP

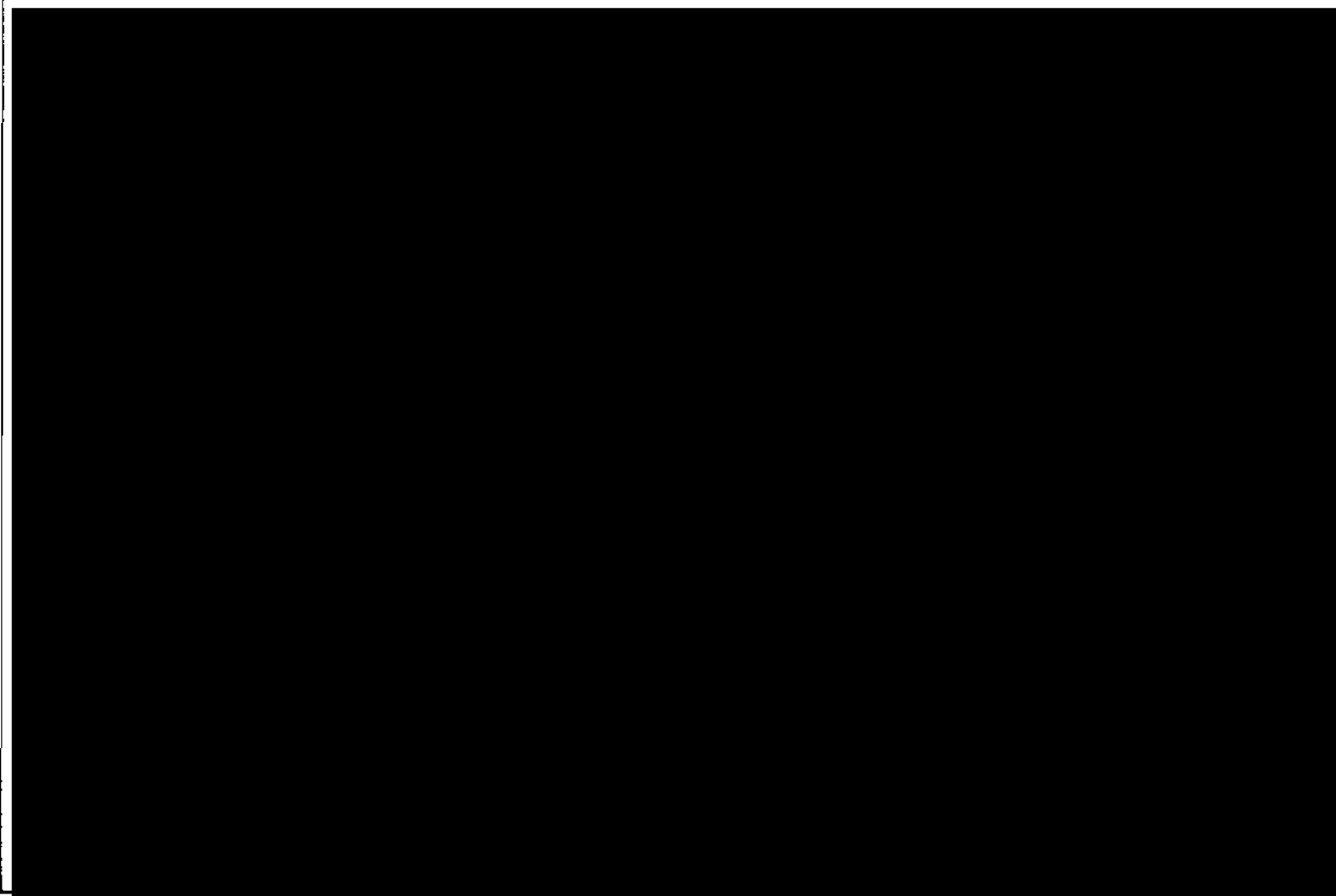
Registration Number: [REDACTED]

For the attention of : SIR PETER TAPSELL MP

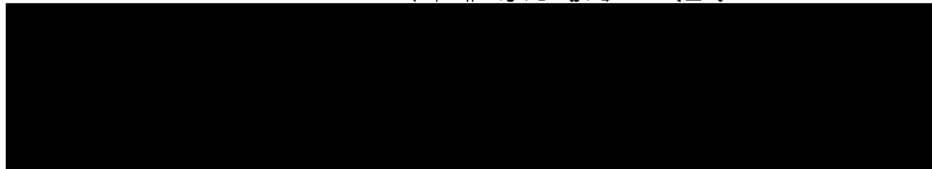
Data Protection Act 1998 - Reminder to Renew

Your register entry [REDACTED] has an expiry date of **07 July 2007** .

The fee for renewal of the entry is £35.00 (VAT nil). The payment options are listed below. You may find that the most convenient way of renewing is to pay by direct debit because you would not need to take any action to renew in subsequent years (see over). A direct debit form is enclosed.



SIR PETER TAPSELL M.P.

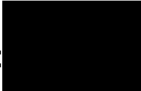


INVOICE

To: **Sir Peter Tapsell MP**



Invoice Date: 30.6.2007

Invoice No: 

Rent, Rates, Utilities.

Business Rates 387.49

Surgery Adverts - April, May & June 2007.


Surgery adverts in local newspapers 458.92

Premises Hire for Surgeries

Franklin Hall, Spilsby 15.00

Horncastle War Memorial Centre 15.00

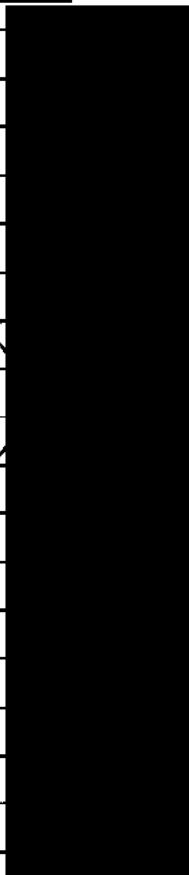
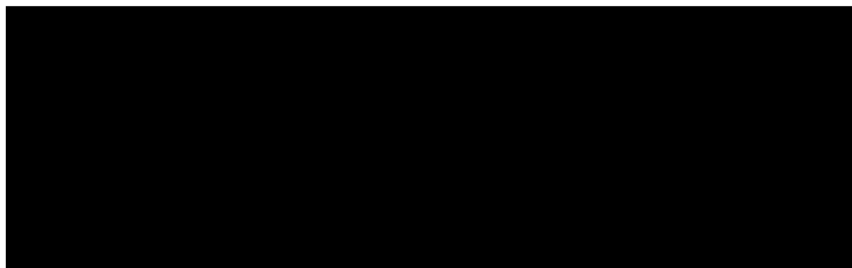
Telephones

	(Sir Peter's Direct Line)	48.38
	(Constituency Office)	81.27
	(Constituency Office Fax)	53.50

Office Sundries

Purchase of Newspapers for Parliamentary Office, April,
May & June 2007 41.45

Total Due £1101.01



5



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

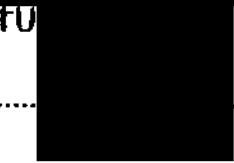


DATE..



METERED FARE:

SIGNATURE



..... Thank you!



LICENCED TAXIS

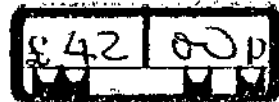
NUMBER [REDACTED]

JOURNEY.....

DATE

SIGNATURE

METERED FARE:



..... Thank you!



LICENCED TAXIS

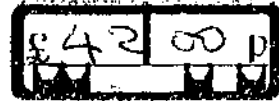
HIRING

JOURNEY.....

DATE.....

SIGNAT.....

METERED FARE:



..... Thank you!



LICENCED TAXIS

TRING

JOURNEY.....

DATE.....

SIGNA.....

METERED FARE:



Thank you!



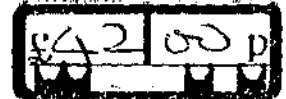
LICENCED TAXIS

RING

JOURNEY.....

DATE:.....

METERED FARE:



..... Thank you!

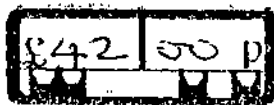


LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY..... [REDACTED]

DATE.. [REDACTED]

METERED FARE:



SIGN [REDACTED]

Thank you!



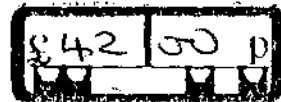
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY..... [REDACTED]

DATE..... [REDACTED]

SIGNATURE..... [REDACTED]

METERED FARE:



..... Thank you!



LICENCED TAXIS

HIRING

JOURNEY.....

DATE.....

SIGN.....

METERED FARE:



Thank you!



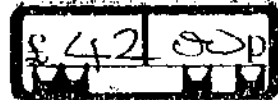
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGN.....

METERED FARE:

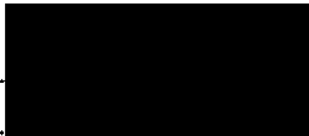


..... Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....



DATE.....



SIGNATURE.....

METERED FARE:



..... Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.

SIGN

METERED FARE:



..... Thank you!



LICENCED TAXIS

RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGNATURE.....

METERED FARE:



..... Thank you!



07/08

Member's reimbursement form

20 JUL 2007

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

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- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER YAPSELL

Constituency

LOUTH & HOENCASTLE

Office use only

Cost/Cat 2

M [] [] [] [] [] [] [] [] [] []

Supp/Res ID

7 1 [] [] [] [] [] [] [] [] [] []

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.



Period of claim

from / /

to / /

Allowance year

2007/08

Office use only

Allow or Exp/
A/c code Cat 5

Description of service or goods

Amount

Item 1

PHOTOCOPIER

£ 235 : 00

Item 2

£ :

Item 3

£ :

Item 4

£ :

Item 5

£ :

Item 6

£ :

Item 7

£ :

Item 8

£ :

Item 9

£ :

Item 10

£ :


Total

£ 235 : 00 p

continued on page 2

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature  MP

Date 17th July 2007

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£
£
£
£235.00
£
£
£
£
£235.00

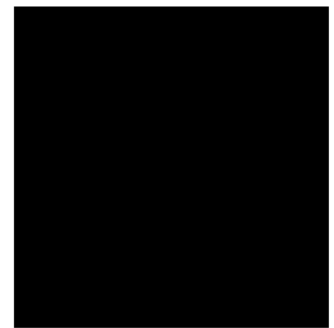
Comments

Empty box for comments.



ALLINSON
PRINT & SUPPLIES

INVOICE



INVOICE TO
SIR PETER TAPSELL

DELIVERED TO

INVOICE: [REDACTED] PAGE: 1 OF 1. ACCOUNT: [REDACTED] DATE: 22-Jun-07

LN	PRODUCT	DESCRIPTION	YOUR REFERENCE	OUR REF.	QUANTITY	PRICE	PER	VALUE	VAT
360762	Canon FC120 P/Copier				1	200.00	1	200.00	A

VAT ANALYSIS			
CODE	GOODS VALUE	RATE	AMOUNT
	200.00	17.50%	35.00

Payment is due by 22-Jul-07

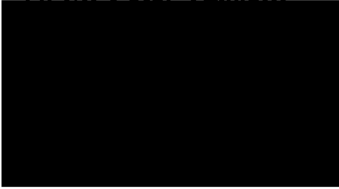
GOODS VALUE	200.00
VAT	35.00
AMOUNT PAYABLE	235.00

Allinson Print & Supplies, South, tel: 01202 800001 Fax: 01202 800002 Code: 766

LOUTH CHRISTIAN FELLOWSHIP,



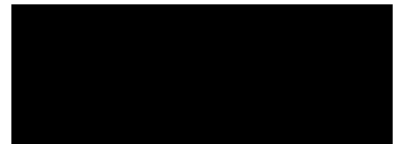
To Sir Peter Tapsell,



To : Hire of rooms at  House for July, August and September

£1210.50

Please make cheques payable to Louth Christian Fellowship



LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tapsell,



To :

Service charge for April, May, June 2007

Insurance	£25.36
Gas	£57.50
Electric	<u>£87.75</u>
Total	£170.61

Please make cheques payable to Louth Christian Fellowship





Direct payment of suppliers

30 AUG 2007 Page 1 of 2

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER TAPSELL

Constituency

LOUTH & HORN CASTLE

Office use only

Cost/Cat 2

Supp/Res ID

Redacted area for office use only details

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

29 1 8 107

Allowance year

2007 108

Incidental Expenses Provision claims

Suppliers

Amount

Item 1

INTERNATIONAL PRESS CUTTING BUREAU

£ 199 : 52 p

Item 2

£ : p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Total

£ 199 : 52 p

Office use only

Allow or A/c code

Supplier ID

Exp/ Cat 5

Table for office use only with columns for Allow or A/c code, Supplier ID, and Exp/ Cat 5. Includes redacted rows.

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

_____ MP

Date

28 / 08 / 07

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	
Please use margin for comments			

International Press Cutting Bureau

INVOICE



Tax Date	01/08/2007
----------	------------



Invoice To
Sir Peter Tapsell MP

Ref No.	
Invoice No.	
P.O. Number	

Cuttings Sent To:
Sir Peter Tapsell MP

Qty	Description	Price	VAT AMT	Amount
8	Clippings fee	0.60	0.84	4.80
	Quarterly Subscription Fee	165.00	28.88	165.00

Keywords:

	SUBTOTAL	£169.80
VAT @ 17.5%	VAT TOTAL	£29.72
	Total	£199.52





Member's reimbursement form

2007 100 £ 0

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see Green Book section...
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER TAPSELL, MP.

Constituency

EAST LINDSEY

Office use only

Costs

Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 17 / 9 / 2007.

to 1 / 1

Allowance year

1

Office use only

Allow or Exp/ A/c code Cat 5

Table with 3 columns: Item, Description of service or goods, Amount. Item 1: PRINTING, £ 49 : 35 p.

Total

£ 49 : 35 p

continued on page 2

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties

Signature

[Redacted Signature]

P X

Date

1st October 2007

X

Data protection

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Send your completed form to

Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£ 49.35
£
£
£
£
£
£
£

Comments

[Empty Comments Box]



LANGFORD PRINTERS



Invoice

Sir Peter Tapsell MP

Invoice Number
Date / Tax Point 17/09/2007

Account Number

Details	Net Price	VAT
1000 x A6 Green House of Commons Comp Slips	42.00	7.35

Delivery Address:

Total Net	42.00
Total VAT	7.35
INVOICE TOTAL £	49.35

SIR PETER TAPSELL M.P.

INVOICE

To: **Sir Peter Tapsell MP**

Invoice Date: 30.9.2007

Invoice No: [REDACTED]

Rates.

Business Rates (July, August & September) 129.83

Surgery Adverts – (July, August & September) 306.56

Premises Hire for Surgeries

Telephones

(Sir Peter's Direct Line) 52.88

(Constituency Office) 86.19

(Constituency Office Fax) 57.25

Office Sundries

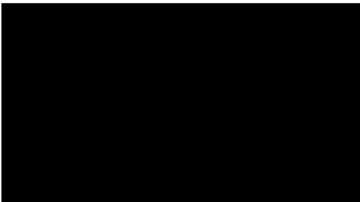
Purchase of Newspapers for Parliamentary Office (July, August & Sept) 41.60

Copier paper & Inkjet cassette for fax machine 63.80

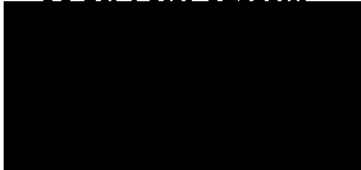
Total Due £ 738.11

Where applicable all Bills/Receipts available on request.

LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tansell,



19th September 2007

To :

Quarterly rental for rooms at  £1210.50
(October, November, December 2007)

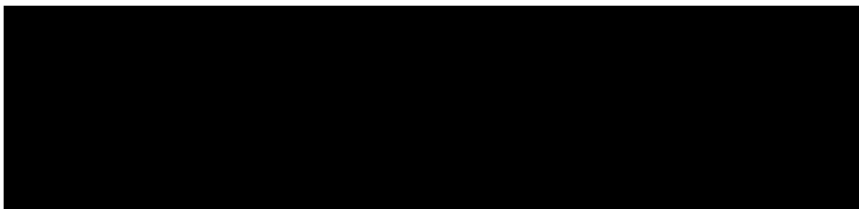
Service charge for July, August, September 2007

Insurance £25.36

Gas £57.50

Electric £87.75 £170.61

Total £1381.11



FORM FO23

CORRECTION TO GENERAL LEDGER

Finance and Administration	Reason for Amendment: Reallocation from IEP to Comms
Prepared by: <i>(print and sign)</i> [Redacted]	
Authorised by: <i>(print and sign)</i>	
Date: 26/10/2007	

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Transfer from IEP to Comms	[Redacted]	[Redacted]	07_08			[Redacted]				306.56
Transfer from IEP to Comms	[Redacted]	[Redacted]	07_08			[Redacted]			306.56	

Total	306.56	306.56
--------------	---------------	---------------

All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received:

Input by: *(Signature)*

Date Input onto Computer:

Checked by: *(Signature)*



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGNATURE.....

METERED FARE:



..... Thank you!



LICENCED TAXIS

ING

JOURNEY

ATE

G

METERED FARE:



Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGN.....

METERED FARE:



..... Thank you!



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

Doughton
CRANFORD

DATE



SIGNATURE

METERED FARE:



..... Thank you!



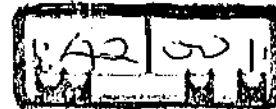
LICENCED TAXIS'
RECEIPT FOR JOURNEY

JOURNEY.....

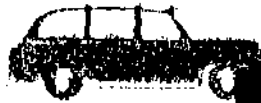
DATE.....

SIGNATURE.....

METERED FARE:



..... Thank you!



LICENCED TAXIS'

NG

JOURNEY.....

DATE

SIGNATURE

METERED FARE:



..... Thank you!



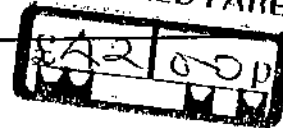
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY..

DATE..

SIG

METERED FARE:



..... Thank you!



LICENCED TAXIS

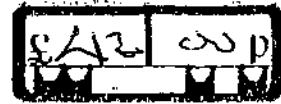
HIRING

JOURNEY.....

DATE.....

SIGN.....

METERED FARE:



..... Thank you!



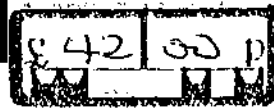
LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY..... [REDACTED]

DATE

[REDACTED]

METERED FARE:



SIGNATURE

..... Thank you!



LICENCED TAXIS

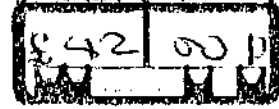
HIRING

JOURNEY.....

DA

SIG

METERED FARE:



Thank you!



Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

SIR PETER TAPSELL MP

Constituency

LOUTH & HORNCASTLE

Office use only

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

14 11 07

Allowance year

07 108

Incidental Expenses Provision claims

Office use only

	Suppliers	Amount
Item 1	INTERNATIONAL PRESS CUTTING BUREAU	£ 148 : 82 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 148 : 82 p

Allow or Supplier Exp/

Claim details *continued*

Staffing Allowance claims		Office use only	
Suppliers	Amount	Allow or A/c code	Supplier ID Exp/ Cat 5
Item 6	£ : p		
Item 7	£ : p		
Item 8	£ : p		
Item 9	£ : p		
Total			

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

14 / 11 / 07

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing Input		/ /

Please use margin for comments

International Press Cutting Bureau

INVOICE

Tax Date	01/11/2007
This invoice represents cuttings supplied for the previous quarter to the tax point date	

Invoice To
Sir Peter Tapsell MP
[REDACTED]
[REDACTED]

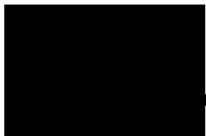
Ref No.	[REDACTED]
Invoice No.	[REDACTED]
P.O. Number	

Cuttings Sent To:
Sir Peter Tapsell MP
[REDACTED]

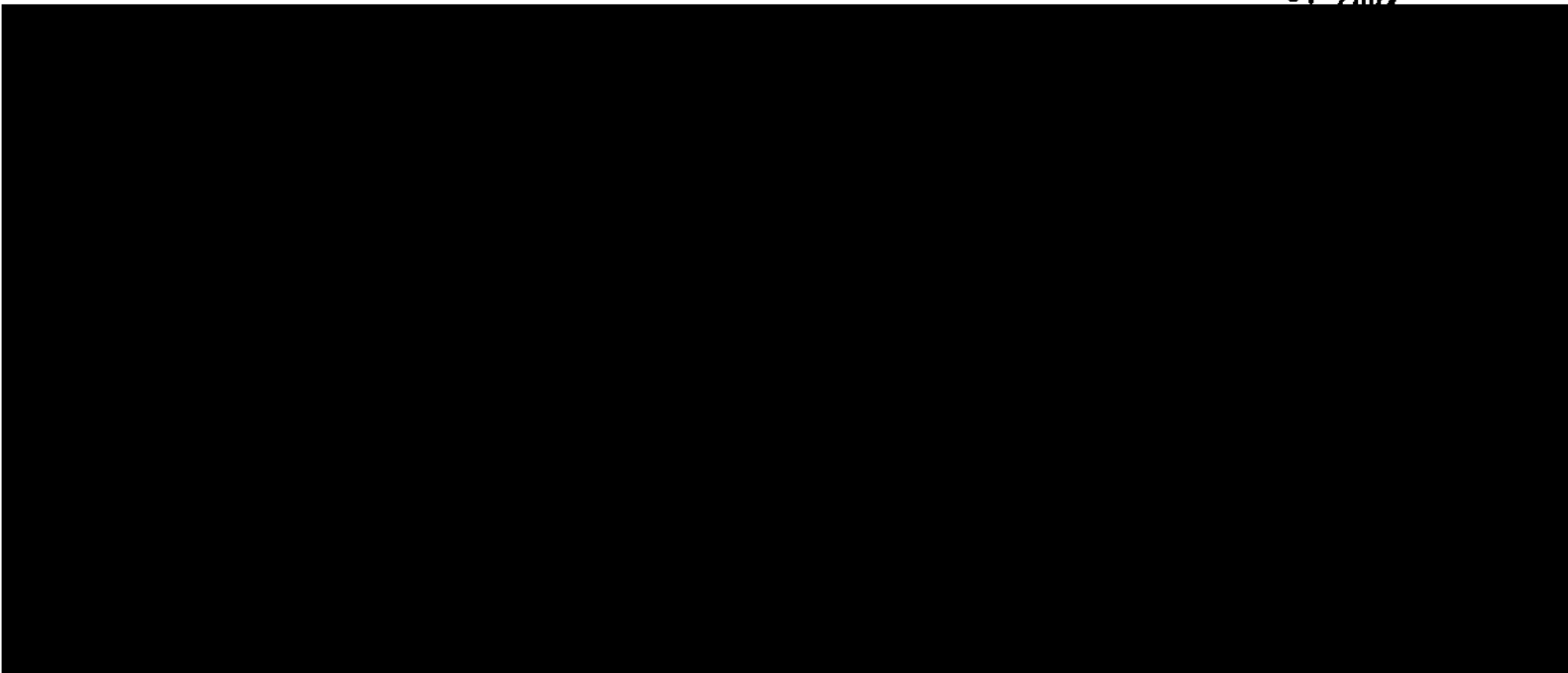
Qty	Description	Price	VAT AMT	Amount
7	Clippings fee	0.60	0.74	4.20
	Quarterly Subscription Fee	165.00	28.88	165.00

Keywords:
[REDACTED]

	SUBTOTAL	£169.20
VAT @ 17.5%	VAT TOTAL	£29.62
	Total	£198.82



22 NOV 2007



SIR PETER TAPSELL M.P.




INVOICE

To: **Sir Peter Tapsell MP**



Invoice Date: 31.12.2007

Invoice No: 




Rates.

Business Rates (October, November & December)	132.00
---	--------

Premises Hire for Surgeries

Horncastle War Memorial Centre	15.00
--------------------------------	-------

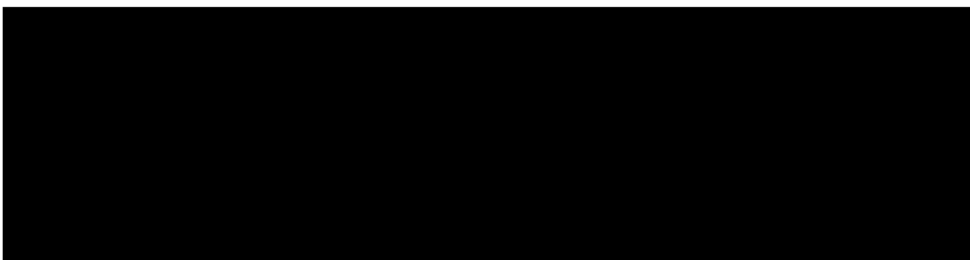
Telephones

 (Sir Peter's Direct Line)	55.23
 (Constituency Office)	101.35
 (Constituency Office Fax)	61.21

Office Sundries

Purchase of Newspapers for Parliamentary Office (October, November & December)	42.25
TV License	135.50

Total Due £ 542.54





Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

23 JAN 2008

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for, see Green Book section 5.13.1. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER TAPSELL

Constituency

LOUTH & HORNCASTLE

Office use

Costs

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

22 / 1 / 08

Allowance year

2007 / 2008

Incidental Expenses Provision claims

Office use only

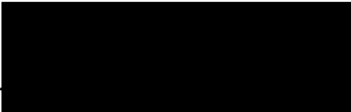
Table with columns: Suppliers, Amount, Office use only (Allow or, Supplier, Exp/). Row 1: LANGFORD PRINTERS, £ 82 : 25 p. Total: £ 82 : 25 p.

Claim details *continued*

Staffing Allowance claims			Office use only		
	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	_____	£ _____ : _____ p	_____	_____	_____
Item 7	_____	£ _____ : _____ p	_____	_____	_____
Item 8	_____	£ _____ : _____ p	_____	_____	_____
Item 9	_____	£ _____ : _____ p	_____	_____	_____
Total		£ _____ : _____ p			

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____  _____ MP

Date 22 / 1 / 108

Data protection

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

	Initials	Date		Initials	Date
Validation Claims received	_____	____/____/____	Validation Member ID added to form	_____	____/____/____
Signature check	_____	____/____/____	Payment codes added to form	_____	____/____/____
Funds check	_____	____/____/____	Receipts/ documentation present	_____	____/____/____
Allowable expenditure	_____	____/____/____	Processing Input	_____	____/____/____

Please use margin for comments




LANGFORD PRINTERS



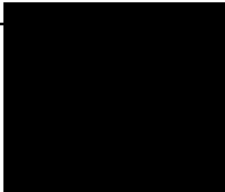
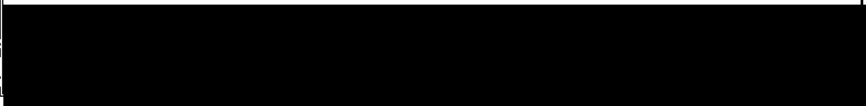
31101108

Invoice

Sir Peter Tapsell MP


Invoice Number	
Date / Tax Point	15/01/2008

Account Number	
----------------	---

Details	Net Price	VAT
2500 x A4 Green House of Commons Letterheads	70.00	12.25
 1/2		
		

Delivery Address:


Total Net	70.00
Total VAT	12.25
INVOICE TOTAL £	82.25



LICENCED TAXIS
RECEIPT FOR HIRING

JOURNEY.....

DATE.....

SIGNA.....

METERED FARE:



..... Thank you!



LICENCED TAXIS

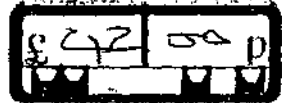
HIRING

JOURNEY.....

DATE

SIGNATURE

METERED FARE:



..... Thank you!



LICENCED TAXIS

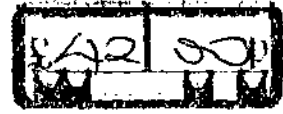
06

JOURNEY...

DATE

SIGN

METERED FARE:

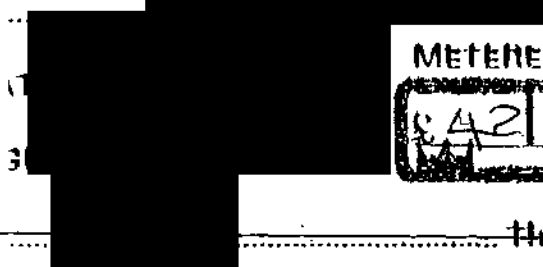


Thank you!



LICENCED TAXIS
AVAILABLE FOR HIRING

URNEY.....



METERED FARE:

\$42.00

..... Thank you!



LICENCED TAXIS

JOURNEY...



DATE



METERED FARE:

SIGNATURE



Thank you!



LICENCED TAXIS

ING

JOURNEY.....

AT

GNATUR

METERED FARE:



Thank you!

LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tapsell,



5th January 2008

To :

Quarterly rental for rooms at  £1210.50
(January, February, March 2008)

Service charge for October, November, December 2007

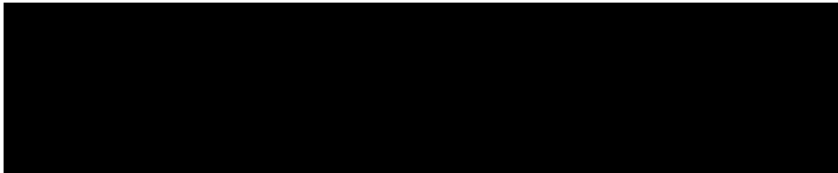
Insurance £25.36

Gas £57.50

Electric £87.75

£170.61

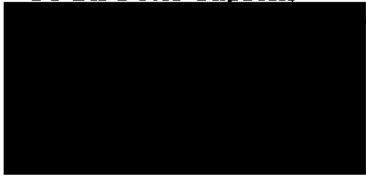
Total £1381.11



LOUTH CHRISTIAN FELLOWSHIP



To Sir Peter Tapsell.



13th March 2008

To :

Quarterly rental for rooms at
(April, May, June 2008)



£1210.50

Service charge for January, February, March 2008

Insurance

£25.36

Gas

£57.50

Electric



£87.75

£170.61

7/5/8

Total

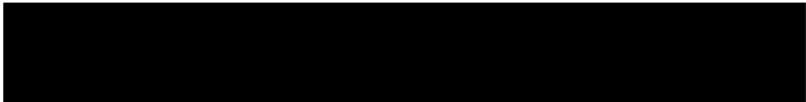


£1381.11



Handwritten signature

07.08





Member's reimbursement form

21 FEB 2008

When to use this form

- Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SIR PETER TAPSELL

Constituency

LOUTH & HORNCASTLE

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and
- any claims for petty cash do not exceed £250 per month

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supply communication and travel.

Period of claim

from 1 1 to 1 1

Allowance year

2007 108

	Description of service or goods	Amount
Item 1	INTERNATIONAL PRESS CUTTING BUREAU	£ 194 : 59 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 194 : 59 p

continued on page 2

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the

Signature  MP

Date 18/2/08

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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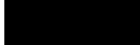
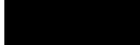
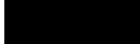
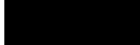
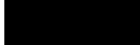
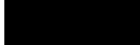
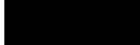

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1	Clippings fee	0.60	0.11	0.60
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